

7 March 1978

Records Review Procedure

RRP 78-8

SEGREGATING CLASSIFIED AND UNCLASSIFIED MATERIALS

The National Archives and Records Service (NARS) has recommended and the Agency has agreed that classified and unclassified materials will be physically separated following the review of records contained in a given box.

The physical segregation can best be performed by the reviewer as the review of individual boxes of records is completed. The reviewer will determine whether a majority of the records in the box are classified or unclassified. Whichever is the lesser number will be placed in a 10" x 15" manila envelope. The front of the envelope will be marked CLASS. or UNCLASS. in bold letters, followed by the Folder and Box Number. The envelope will then be replaced in the original Folder.